



Policies & Procedures Advisory Committee
Meeting Minutes – February 26, 2024, 3:00 p.m.
Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

A. Welcome & Introductions

Kristina Hannon brought the meeting to order shortly after 3:00 p.m. Self-introductions were informally made for new SBVC Academic Senate Representative Lisa Henkle and those serving as proxy for other representatives who were unable to attend. In addition, incoming SBVC Academic Senate President Andrea Hecht joined the meeting to observe. Kristina and Jose Torres went over the AP 2410 review process for the benefit of the new people. Committee members were reminded that Chapter Leads were always available to attend constituent group meetings and discuss any concerns.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. Approval of Minutes from December 11, 2023

Christopher Crew made a motion, which Rejoice Chavira seconded, to approve the minutes. The motion was passed by a majority vote.

C. Legal Update 43

1. Overview
2. Link to Board Policies Changes
3. Link to Administrative Procedures Changes

Committee members were apprised of Legal Update 43 and provided links to the CCLC revisions based on changes in the law. Kristina cautioned the group that some P&Ps affected by statute changes might be submitted for approval to make the necessary legal change while still undergoing further review and revision by staff. This enables SBCCD to stay in compliance.

D. Review of Input from Academic Senate Final Review

Jose went over the diagrams for each review level per AP 2410 (pages 42-45 of the meeting materials). Kelly Goodrich shared Davina Burns-Peters' email indicating that the SBVC Academic Senate had a vote of support for these items.

1. 4222 Remedial Coursework
2. 5011 Admission and Concurrent Enrollment
3. 5030 Fees
4. 5700 Intercollegiate Athletics

Following a discussion on each of the recommendations in this section, Kelly made a motion to approve them through to the next step in the process, which Rejoice seconded. The motion was passed by a majority vote.

E. Review of Constituent Feedback & Initial Academic Senate Input

1. 2410 Board Policies & Administrative Procedures
2. 5050 Student Success and Support Program

The committee reviewed these recommendations. Regarding 5050, it was confirmed for Brandi Bailes that language appearing on page 51 of the meeting materials related to the students' role in educational planning had been vetted through the Counseling Department. It was decided by consensus that these items would move forward in the process.

A. New Chapter Lead Recommendations - Level 1

1. 2325 Teleconferenced Meetings
2. 2430 Delegation of Authority to the Chancellor
3. 2735 Board Member Travel
4. 4300 Field Trips and Excursions
5. 6320 Investments
6. 7400 Travel

Committee members went through each of the Level 1 recommendations. Brandi expressed the desire to further review P&P 4300 in conjunction with the changes being considered for 4105 Distance Education. Jose made a motion to approve the list for a Level 1 review except for P&P 4300, which will be converted to a Level 3 review to coincide with P&P 4105. Kristina seconded the motion, which was passed by a majority vote.

B. New Chapter Lead Recommendations - Level 2

1. 3420 Equal Employment Opportunity
2. 7145 Personnel Files
3. 7230 Classified Employees

Committee members were briefed on the recommendations for each of these P&Ps. Cristopher made a motion to approve the Level 2 reviews which Kelly seconded. The motion was passed by consensus.

C. New Chapter Lead Recommendations - Level 3

1. 2510 Participation in Local Decision-Making
2. 4015 District Course Enrollment Philosophy
3. 4105 Distance Education
4. 5015 Residence Determination
5. 5040 Student Records, Directory Information, and Privacy
6. 5300 Student Equity
7. 7120 Recruitment & Hiring

8. 7210 Academic Employees
9. 7216 Academic Employees - Grievance Procedure

The committee went over the Level 3 recommendations. Concern was expressed over the number of recommendations to be reviewed and a suggested priority for the completion of 2410, 5050, 2510, 4015 and 4105-4300 was made. It was also mentioned that although there are a lot of items, some of the revisions were very small legal changes. Jose made a motion to approve the Level 3 reviews which Lisa seconded. The motion was passed by consensus. Kristina assured the group that, if need be, the timelines would be adjusted.

D. Adjournment & Next Meeting

The meeting adjourned shortly after 4:00 p.m. The next meeting of the PPAC is scheduled for Monday, March 11, at 3:00 p.m.

QUORUM: Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

<u>yes</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
<u>yes</u>	2) One faculty member from each campus		
<u>yes</u>	3) Two persons from each site (CHC, SBVC, DSO)		
<u>yes</u>	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
2	Management Association	Christopher Crew	<i>present</i>
3	ASG President or designee, SBVC	Nelva Ruiz-Martinez	<i>present</i>
4	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
5	CSEA (appointed by CSEA President)	Ernest Guillen	<i>present</i>
6	Police Officer’s Association	James Quigley	<i>absent</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
9	Management, CHC (appointed by college president)	Keith Wurtz	<i>absent</i>
10	Confidential Group	Kelly Goodrich	<i>present</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
12	Faculty, SBVC (appointed by Academic Senate President)	Lisa Henkle	<i>present</i>
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	<i>absent</i>
15	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>
16	CTA (appointed by CTA)	Robert McAtee (proxy)	<i>present</i>
17	Latino Faculty, Staff, & Administrators Association	Rocio Delgado (proxy)	<i>present</i>
18	Black Faculty & Staff Association	Ariel Davis (proxy)	<i>present</i>